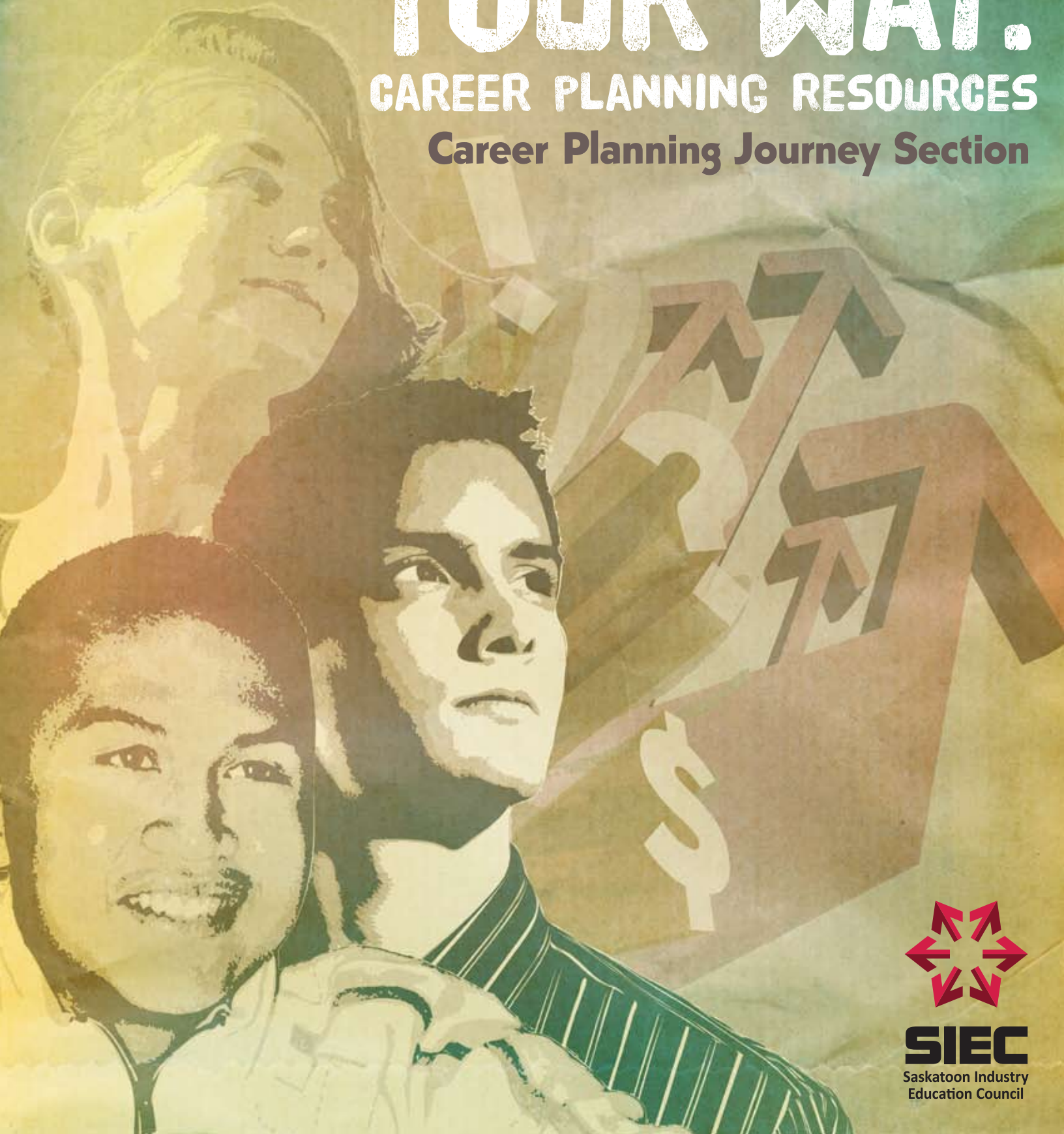


# YOUR FUTURE, YOUR WAY.

CAREER PLANNING RESOURCES

Career Planning Journey Section



**SIEC**  
Saskatoon Industry  
Education Council

# A MODEL TO PLAN FOR YOUR FUTURE...YOUR WAY!

Planning your career path can take you in many directions. This CAREER PLANNING model helps you in your journey. We will use this model throughout the workbook to provide activities in each of the following areas: SELF ASSESSMENT, LABOUR MARKET OPPORTUNITIES, JOB SEARCH and GATEWAYS TO YOUR FUTURE. On-line resources can also be found on [www.futurepaths.ca](http://www.futurepaths.ca). Explore all the opportunities that are available to you to start you on the path to your future.



## CAREER DECISION MAKING

At the centre of planning for your future is career decision making. Like making any other decisions in your life, one must:

- Gather and Analyze Information
- Make a Choice
- Create a Plan
- Act on the plan
- Evaluate the Success of the plan

It may be necessary to change and repeat the decision-making process after you have evaluated the success of the plan. To make good career decisions you need to start with researching and gathering information about self and the world of work. Then you will be able to plan and prepare for entry into it! Use this section to find out where you should BEGIN and when you have completed your research return to this section to create your PLAN.

# CAREER PLANNING QUIZ

To begin, take this simple quiz. It will help you know where you should start your career planning.

Using the scale below, rate your knowledge in each areas:

SCALE      1= VERY      2=SOMEWHAT      3=NOT AT ALL

## Self Assessment

- \_\_\_ I am able to identify my skills, interests, talents and personality traits.
- \_\_\_ I am able to identify my allies or network who could help me explore my choices.
- \_\_\_ I am able to connect my skills and interests to occupations.
- \_\_\_ I have discussed my hopes and dreams for the future with others.

**Total**    \_\_\_

## Labour Market Opportunities

- \_\_\_ I am aware of the economic trends in today's work world.
- \_\_\_ I am aware of the ways to explore occupations.
- \_\_\_ I am aware of the importance to participate in career exploration activities.
- \_\_\_ I am able to locate information about occupations.

**Total**    \_\_\_

## Job Search

- \_\_\_ I am aware of the tools and skills needed for seeking employment.
- \_\_\_ I am aware of my rights and responsibilities as an employee.
- \_\_\_ I am aware of the skills that employers are looking for in employees today.
- \_\_\_ I am aware of the importance to to be able to prove skills to employers.

**Total**    \_\_\_

## Gateways to Your Future

- \_\_\_ I am able to locate information about different post-secondary/training institutions.
- \_\_\_ I am able to locate information about scholarships and bursaries.
- \_\_\_ I am aware of how to apply to post-secondary/training institutions.
- \_\_\_ I am aware of other opportunities such as volunteering and starting my own business.

**Total**    \_\_\_

**SCORING:** Your score for each area is out of 12. Rank each area from highest to lowest:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

*Your #1 area is the section you may wish to start your career planning journey within the workbook or find more resources at [www.futurepaths.ca](http://www.futurepaths.ca)*



# PLANNING FOR MY PREFERRED FUTURE

Now that you have done your research using the CAREER PLANNING MODEL, use these templates to help you develop your PLAN.

MY CAREER GOAL (at this moment in time) IS... \_\_\_\_\_  
BECAUSE.... \_\_\_\_\_

I know this about my career goal:  
(identify "likes" discovered through research)

---

---

---

---

---

I could do further exploration by:

**Strategy**

**Resource**

Strategy	Resource
_____	_____
_____	_____
_____	_____
_____	_____

Places I might consider volunteering (or working part-time) at that could provide me with some experience in this field are:

---

---

---

---

In order to achieve this goal I will need to complete a post-secondary/training program

---

---

The entrance requirements are

---

---

---

Things I am currently doing/learning that might be helpful in pursuing my goal are:

---

---

---

---

Things I should consider doing/learning are:

---

---

---

---

You will reach your goal by taking small steps. What steps are needed to pursue my goal and who are my allies.

Step

Contact/Resources

Date

Step	Contact/Resources	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you want to create a plan for a:

- ☐ Post-Secondary Education and Training Plan
- ☐ Apprenticeship Training
- ☐ Work/Entrepreneurship Plan
- ☐ Gap Year Plan

*Once you have chosen a plan fill out the corresponding information on the next pages.*

# PLANNING FOR A GAP YEAR

A Gap Year is a chance to travel and work or volunteer, or work or volunteer to travel! If you are choosing to a gap year after high school planning for it is still essential. Complete the following plan. If you aren't able to complete some sections you may need to go back and do some more research.

### My goal:

During my gap year I plan to (travel, work, volunteer): \_\_\_\_\_

My chosen destination is: \_\_\_\_\_

## Getting Ready:

Travel Documents I require: \_\_\_\_\_

Immunizations I require: \_\_\_\_\_

My travel plans are: \_\_\_\_\_

Work and volunteer opportunities requirements:\_\_\_\_\_

(and my plan for getting those requirements) \_\_\_\_\_

My Portfolio and job search tools: \_\_\_\_\_

---

I am financing my gap year by: \_\_\_\_\_

---

The travel gear I need to acquire:\_\_\_\_\_

My plans for communicating while I am away: \_\_\_\_\_

### My plan:

Steps I need to do to get ready for my gap year:

Step	Contact/Resources	Date
------	-------------------	------

---

--	--	--

# PLANNING FOR POST-SECONDARY EDUCATION/TRAINING

My post-secondary education/training goal is: \_\_\_\_\_

Possible Occupations of interest related to this field of study: \_\_\_\_\_

Name of school: \_\_\_\_\_

Location: \_\_\_\_\_

Program title: \_\_\_\_\_

Degree/diploma/certificate? \_\_\_\_\_

Plan for financing my post-secondary education/training

Need	Source	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Steps for getting the funding \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Admissions requirements courses:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Admissions requirements courses:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plan for getting required courses and grades:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Living arrangements and costs:

Where? \_\_\_\_\_

Roommates? \_\_\_\_\_

Rent? \_\_\_\_\_

Transportation? \_\_\_\_\_

Utilities? \_\_\_\_\_

Living Expenses? \_\_\_\_\_

Other needs: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Plan for covering the cost of living: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# PLANNING FOR APPRENTICESHIP TRAINING

My goal is: \_\_\_\_\_

Designated Trade: \_\_\_\_\_

Training Site (of choice) \_\_\_\_\_

Admission requirements: \_\_\_\_\_

\_\_\_\_\_

High School Courses/Programs related to my trade: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Saskatchewan Youth Apprenticeship Program completion: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

My Plan to meet these requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Employer Network

Company

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer Name

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Plan for financing my post-secondary  
education/training

Need	Source	Amount
------	--------	--------

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

Steps for getting the funding \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Living arrangements and costs:

Where? \_\_\_\_\_

Roommates? \_\_\_\_\_

Rent? \_\_\_\_\_

Transportation? \_\_\_\_\_

Utilities? \_\_\_\_\_

Living Expenses? \_\_\_\_\_

Other needs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Plan for covering the cost of living: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PLANNING FOR WORK / ENTREPRENEURSHIP

My Work / Entrepreneurship Goal: \_\_\_\_\_

---

## My Job Bank

Company

## Contact

Job Title

---



---

---

Other network or contact sources: \_\_\_\_\_

---

---

51 **h**

# Entrepreneurship

Contacts to help develop my business plan:

---

---

## Financial Considerations

## Need

Source

Amount

---

---

---

Steps for getting the funding: \_\_\_\_\_

---

---

---

## Job Search Tools

✓ Portfolio

- ✓ ResumE

✓ Interview

## ✓ Skills

- ✓ Cover Letter

My plan to gain or build my experiences and skills:

---

---

---

---

---

---

---

---